

50001 ReadyTM

Energy Management Assessment Guide (EMA)

September 2022

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administered and promoted in Canada
by Natural Resources Canada

Canada 

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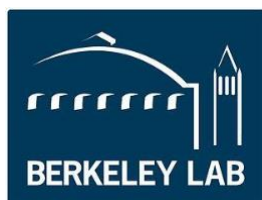
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50001 Ready Energy Management Assessment

Introduction

The 50001 Ready Energy Management Assessment (EMA) is a “gap analysis” tool for any organization interested in developing or enhancing its energy management practices or understanding how its energy management practices have improved over time. The hallmark of energy management systems (EnMS) such as 50001 Ready is continual improvement.

The 50001 Ready EMA is organized by the 7 sections and 25 tasks of the 50001 Ready Navigator. The 50001 Ready Navigator is a free online resource that provides guidance for organizations of all types to develop energy management business practices consistent with the international management system standard ISO 50001.

How It Works

The 50001 Ready EMA provides a set of five related statements for each of the 50001 Ready Navigator’s 114 sub-tasks. The sub-tasks are found on the “Getting It Done” tab of each of the 25 Navigator tasks. Each statement corresponds to a score, 0 through 4, with 0 indicating uncertainty of the sub-task’s meaning and 4 indicating the sub-task is well-developed.

General descriptions for the five statements are as follows:

- Score 4: A description of a well-developed energy management system practice. This could describe an energy management system that has been developed and improved over several years. This statement would describe activities beyond what would reasonably be expected to self-attest as being “50001 Ready” for the sub-task.
- Score 3: A description of EnMS practices reasonably expected to self-attest as being “50001 Ready” for the sub-task. This could describe an energy management system that has been recently developed. This statement leaves room for improvement, but represents a solid and functional component of a 50001 Ready-based EnMS. Selecting this statement indicates the user is confident in self-attesting that the organization is “50001 Ready” for this sub-task.
- Score 2: A description of energy management activities that are in development and functional, but not quite to the level of what is reasonably expected when self-attesting as being “50001 Ready” for the sub-task. This description demonstrates a solid start on which to build.
- Score 1: A description that corresponds to understanding what is being asked of the organization’s energy management activities in the future, but that the user has not started to develop yet.
- Score 0: A description that demonstrates awareness of a learning opportunity. An understanding of current knowledge level and what is needed to develop a 50001 Ready EnMS is the first step on a user’s energy management journey.

Aggregated task maturity and section maturity scores can be calculated as the percentage of sub-tasks with scores of 3 or 4 within a given task and section.

Conducting an EMA

A representative or a team adequately familiar with their organization's energy management practices can complete the 50001 Ready EMA using this. It may be helpful to have a 50001 Ready coach to assist with conducting the first EMA.

To conduct the EMA, users should review each of the 114 "Getting It Done" sub-task descriptions before selecting the statement that best aligns with the response they would provide based upon their organization's energy management activities as they exist today. It may take users up to two hours to complete the entire 50001 Ready EMA. Alternatively, organizations may choose to complete the EMA for select tasks as is helpful to their work.

No two organizations will develop identical energy management systems, and should not feel narrowly constrained by the statements provided for each sub-task. The provided statements are for reference and interpretation by the EMA user. Select the statement that best aligns with current energy management system practices. Some users may find their energy management practices exceed the more advanced statements describing certain sub-tasks.

Organizations may find that during the first few years of EnMS development, achieving a sub-task or task score of 3 is challenging—but with time are able to score sub-tasks and tasks as a 4. Developing an energy management system is a journey.

Tools and Resources

This document provides the 50001 Ready EMA contents in a consolidated format for reference. The contents of the 50001 Ready EMA have been incorporated into an Excel-based tool and will be built into the 50001 Ready Navigator in the future.

Available Technical Support and Partnership Opportunities

Do you have questions about conducting the 50001 Ready EMA? Have you completed your 50001 Ready EMA and want to talk to experts about how to interpret and improve your score? Reach out to the 50001 Ready Help Desk (50001ready@nrcan-rncan.gc.ca) to get support and learn about free 50001 Ready technical assistance.

After completing this EMA, consider making a user account and project for your site in the 50001 Ready Navigator at <https://navigator.canada.lbl.gov>. Output from this EMA will help you understand where your site already has made progress and where you might focus next steps.

Context of the Organization

Task 1: An EnMS and Your Organization

We determine the strategic issues that affect our ability to improve energy performance and achieve the goals of our 50001 Ready energy management activities.

Sub-task 1.1 – Identify the external and internal strategic issues that affect your organization's ability to improve its energy performance and achieve the intended outcomes of the energy management system (EnMS).

Statement	Score
We have reviewed our organization's strategic objectives and challenges and have determined which internal and external strategic issues may affect our organization's ability to improve energy performance and achieve our objectives for managing energy.	4
We generally know the issues that affect our ability to save and manage energy.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 1.2 – Record this information.

Statement	Score
We maintain records and documents relative to the issues that affect our ability to improve energy performance and achieve our objectives of managing energy.	4
We informally keep records regarding the issues that affect our ability to save and manage energy.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 1 Scoring	
Number of sub-tasks	2
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 2: People and Legal Requirements Affecting the EnMS

We determine the interested parties and energy-related legal and other requirements relevant to our energy performance and the energy management system. At defined intervals, we review these requirements and evaluate our compliance with them.

Sub-task 2.1 – Identify and record the interested parties relevant to your organization's energy performance and energy management activities.

Statements	Score
We have established and implemented a process to identify and record who within and outside of our organization (interested parties) would have an interest in our energy consumption and energy management activities.	4
We know who within and outside of our organization (interested parties) would have an interest in our energy consumption and energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 2.2 – Determine the needs and expectations of these interested parties as they relate to your organization’s EnMS.

Statement	Score
We have established and implemented a process to determine the expectations of the interested parties as they relate to our energy consumption and energy management activities.	4
We generally know the expectations of the interested parties as they relate to our energy consumption and energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 2.3 – Identify the applicable legal and other requirements related to energy.

Statements	Score
We have established and implemented a process to identify and understand the legal, regulatory, and other requirements that apply to our use and management of energy.	4
We have a general understanding of the legal and other requirements that apply to our energy consumption and energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 2.4 – Implement a process to periodically evaluate compliance with the identified requirements.

Statements	Score
We have established and implemented a process for determining our compliance with legal and other requirements related to our energy consumption and energy management activities, and we regularly review to make sure we maintain compliance with current and any changed or new requirements.	4
We occasionally review our compliance with legal and regulatory requirements related to our energy consumption and energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 2 Scoring	
Number of sub-tasks	4
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 3: Scope and Boundaries

We have documented and approved the scope and boundaries of our 50001 Ready energy management system.

Sub-task 3.1 – Consider the strategic issues and requirements identified as part of Task 1: An EnMS and Your Organization to determine the scope and boundaries of the energy management system (EnMS).

Statements	Score
We reviewed our organization's strategic objectives and challenges that affect our ability to manage energy when establishing the scope and boundaries of our energy management activities.	4
We generally know the issues and requirements that affect our site and consider them when deciding what the scope and boundaries of our energy management activities will be.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 3.2 – Develop and document an EnMS Scope and Boundaries Statement.

Statements	Score
We have developed and documented a clear description of the scope and boundaries of our energy management activities.	4
We know the scope and boundaries that will be included in our energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 3 Scoring	
Number of sub-tasks	2
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Leadership

Task 4: Management Commitment

Our top management demonstrates leadership and commitment to continual improvement of energy performance and the effectiveness of the 50001 Ready system.

Sub-task 4.1 – Secure commitment from top management to continual improvement of energy performance and the development and use of a 50001 Ready system.

Statements	Score
Our top management is committed to supporting our efforts to continually improve our energy management activities and energy performance.	4
Our top management is supportive of our energy management activities and efforts to save energy.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 4.2 – Brief top management on their energy management system (EnMS) leadership responsibilities.

Statements	Score
Top management has been briefed and understands their energy management activity leadership responsibilities.	4
Top management is aware that they have some leadership responsibilities related to our energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 4.3 – Plan for how top management will meet their responsibilities.

Statements	Score
Top management has approved a plan detailing how they will meet their energy management activity leadership responsibilities.	4
We have a plan to keep top management engaged with our energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 4 Scoring	
Number of sub-tasks	3
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 5: Energy Policy

We have an energy policy statement, which has been approved by top management and communicated across the organization.

Sub-task 5.1 – Draft your energy policy statement.

Statements	Score
Our energy policy includes our top management's commitment to improving our energy management activities and energy performance, meeting energy objectives and targets, and complying with legal and other requirements.	4
We have a basic energy policy that outlines what our energy management activities are trying to achieve.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 5.2 – Have top management approve the energy policy.

Statements	Score
Our top management has reviewed and formally approved the energy policy.	4
Our top management has seen the energy policy and is generally supportive of it.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 5.3 – Incorporate the energy policy into your energy management system (EnMS) awareness program (see Task 15: Awareness and Communication).

Statements	Score
We ensure that we appropriately reference the energy policy when making people aware of our energy management activities.	4
We occasionally reference the energy policy when making people aware of our energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 5 Scoring	
Number of sub-tasks	3
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 6: Energy Team and Resources

We have an energy team authorized by top management to oversee the energy management system. Responsibilities and authorities are assigned and communicated, and processes are in place to identify and provide resources.

Sub-task 6.1 – Form an energy team and obtain authority from top management for it to oversee the energy management system (EnMS) and carry out assigned responsibilities.

Statements	Score
We have established a cross-functional team of people who have authority from our top management to oversee our energy management activities and conduct assigned responsibilities.	4
We have a group of people who are generally responsible for our energy management activities. Top management is aware of this group and supports it.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 6.2 – Document who the energy team leader is.

Statements	Score
We selected and formally documented who our energy team leader is.	4
We know who the energy team leader is, and their position is noted on records and other materials we produce.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 6.3 – Schedule regular energy management team meetings.

Statements	Score
The energy team meets on a regularly scheduled basis.	4
The team meets as needed.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 6.4 – Assign and communicate EnMS responsibilities and authorities within the organization.

Statements	Score
We clearly assign and communicate who in our organization is responsible for different parts of our energy management activities.	4
We determine who in our organization is responsible for different parts of our energy management activities as we implement them.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 6.5 – Address and communicate responsibilities for other relevant roles.

Statements	Score
We clearly define key roles relevant to our energy management activities and communicate with individuals and groups within the organization about their responsibilities.	4
On an as-needed basis we identify roles relevant to our energy management activities and communicate with individuals and groups within the organization about their responsibilities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Your score	

Sub-task 6.6 – Identify, communicate to top management, and allocate the resources needed for the EnMS.

Statements	Score
We identify and communicate to top management the staffing and funding requirements needed to maintain our energy management activities and have the resources to meet our energy savings objectives.	4
We identify and communicate to top management our staffing and funding requirements needed to maintain our energy management activities and meet our energy savings objectives. Sometimes these requests are staffed and funded.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 6 Scoring	
Number of sub-tasks	6
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Planning

Task 7: Risks to EnMS Success

We determine strategic risks and opportunities to ensure that our organization can achieve the intended outcomes of our energy management system and energy performance improvement. We plan and implement actions to address these risks and opportunities and evaluate the effectiveness of the actions taken.

Sub-task 7.1 – Identify the risks and opportunities pertaining to the ability of your energy management system (EnMS) to achieve its intended outcomes.

Statement	Score
We have established and implemented a formal process to identify the strategic issues (both positive and negative) that may affect the ability of our energy management activities to meet our goals.	4
We have a general sense of the strategic issues (both positive and negative) that may affect the ability of our energy management activities to meet our goals.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 7.2 – For each of the identified risks and opportunities, plan and implement actions to address them using the processes of the EnMS, and record this information.

Statements	Score
We have planned and documented actions for addressing each of the identified strategic issues that may affect the ability of our energy management activities to meet our goals.	4
We have a general sense of how to address the strategic issues that may affect the ability of our energy management activities to meet our goals.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 7.3 – Plan for how the actions taken will be evaluated for effectiveness. Perform an effectiveness evaluation.

Statements	Score
We have a documented plan for how to evaluate the effectiveness of each action taken to address the identified strategic issues.	4
We have some general ideas on how we will determine whether the actions taken to address the identified strategic issues were effective or not.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 7 Scoring	
Number of sub-tasks	3
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 8: Energy Data Collection and Analysis

We identify our energy sources and energy uses, have a data collection plan in place, and collect related energy and relevant variable data. We ensure the accuracy and repeatability of measurements. We analyze our energy use and consumption data.

Sub-task 8.1 – Identify all energy sources that are consumed within the scope and boundaries.

Statements	Score
We have conducted a thorough examination of our site and documented all of the different types of energy (electricity and fuels) consumed within our boundaries that are a part of the scope of our energy management activities.	4
We have made a list of all the different types of energy (e.g., electricity and fuels) consumed within our boundaries.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 8.2 – Make a list of energy uses within the scope and boundaries.

Statements	Score
We have documented all of the different energy uses (e.g., equipment, processes, systems, etc.) within the scope and boundaries of our energy management activities by conducting a thorough examination of our site.	4
We have made a list of most all energy uses (i.e., equipment, processes, systems, etc.) within the scope and boundaries of our energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 8.3 – Identify relevant variables that potentially affect the energy consumption of significant energy uses (SEUs), and would help create meaningful energy performance indicators (EnPIs) and energy baselines (EnBs). If seeking U.S. DOE 50001 Ready recognition identify relevant variables that potentially affect the energy consumption of the scope and boundaries of your 50001 Ready EnMS.

Statements	Score
We have determined factors and relevant variables such as ambient temperature, occupancy, and production that may affect our energy consumption and can be a part of the metrics we create to demonstrate improvement in our energy performance.	4
We have determined factors and relevant variables such as ambient temperature, occupancy, and production that may affect our energy consumption.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 8.4 – Develop and implement a data collection plan based upon the data needs, including the key characteristics of ISO 50001.

Statements	Score
We have a plan to collect data for energy consumption of everything within the scope and boundaries of our energy management activities, relevant variables (factors that may affect our energy consumption), and the criteria for operating our significant energy uses.	4
We review our utility bills, and collect relevant variable data (factors that may affect our energy consumption), and the factors that affect the operation of our significant energy uses.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 8.5 – Ensure measurements and metering are conducted accurately and are repeatable.

Statements	Score
We collect data from utility meters and calibrate all data collection equipment using specified methods for calibration.	4
We collect data from utility meters and occasionally calibrate any other meters or equipment used for data collection.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 8.6 – Determine appropriate analysis methods, and use them to understand and monitor energy use and energy consumption.

Statements	Score
We have developed and documented a set of analysis methods that we use to analyze our energy use and consumption.	4
We periodically analyze energy data to understand and monitor energy consumption.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 8 Scoring	
Number of sub-tasks	6
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 9: Significant Energy Uses (SEUs)

We determine our significant energy uses (SEUs), identify and monitor their relevant variables and energy performance, and identify the persons that affect the SEUs. We have a process to review and update SEU data and related information, including our methods and criteria to determine that an energy use should be an SEU.

Sub-task 9.1 – Identify the energy uses that consume the most energy within your boundaries.

Statements	Score
We have developed and organized lists of energy uses (e.g., equipment, processes, systems, etc.) at our site and measured or calculated energy consumption for each item listed.	4
We generally know which energy uses (e.g., equipment, processes, systems, etc.) consume the most energy at our site.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 9.2 – Identify factors and persons that affect the energy consumption of identified energy uses.

Statements	Score
We have identified and documented the employees, onsite contractors, and service providers whose work activities affect the energy consumption of the biggest energy consumers at our site. We have also documented the factors (i.e., relevant variables) that affect our biggest energy consumers.	4
We generally know the employees whose work activities may affect the energy consumption of the biggest energy consumers at our site.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 9.3 – Establish a selection criteria for identifying which of these energy uses should be a significant energy use (SEU).

Statements	Score
We have developed a data-driven criteria to assess which processes and equipment consume the most energy and/or have room for energy performance improvement. These processes and equipment are designated as "significant energy uses" (SEUs).	4
We have a general sense for which processes and equipment consume the most energy and focus our energy saving efforts on them. These processes and equipment are designated as "significant energy uses" (SEUs).	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 9.4 – Determine SEU energy performance based upon energy consumption and relevant variables as appropriate.

Statements	Score
We have a data-driven process to evaluate and monitor the energy efficiency of our significant energy uses based upon energy consumption data factors (i.e., relevant variables) that affect the energy consumption.	4
We have some data regarding the energy efficiency of our significant energy uses.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 9.5 – Review the SEU selection criteria as part of the SEU update process.

Statements	Score
On a regularly scheduled basis we review our significant energy use selection criteria and the energy uses we have identified as significant energy uses.	4
We review our selection of significant energy uses on an ad-hoc basis.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 9 Scoring	
Number of sub-tasks	5
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 10: Improvement Opportunities

We identify and prioritize energy performance improvement opportunities, and have processes in place to update them.

Sub-task 10.1 – Develop and document a methodology and criteria for how your organization will identify, prioritize, and update energy performance improvement opportunities.

Statements	Score
We have developed and documented a method that we use to identify, prioritize, and update energy performance improvement opportunities. The method includes input from people who work at our site and affect energy consumption.	4
We have developed and documented a general process to identify and prioritize energy performance improvement opportunities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 10.2 – Apply the methodology and criteria you developed to identify, prioritize, and update energy performance improvement opportunities.

Statements	Score
We consistently apply our method for identifying, prioritizing, and updating energy performance improvement opportunities.	4
We use our method to identify and prioritize a list of energy performance improvement opportunities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 10.3 – Update the list of prioritized improvement opportunities at specific intervals and when major changes in sites, equipment, systems, or energy-using processes take place.

Statements	Score
At predefined intervals and when major changes in the site equipment, systems, or processes take place, we update the list of prioritized energy performance improvement opportunities.	4
We regularly update our list of prioritized energy performance improvement opportunities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 10 Scoring	
Number of sub-tasks	3
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 11: Energy Performance Indicators and Energy Baselines

We identify energy performance indicators and energy baselines to measure and monitor our energy performance and to demonstrate energy performance improvement. We have a methodology for determining and updating them.

Sub-task 11.1 – Develop one or more energy performance indicators (EnPIs) for your organization. If relevant variables significantly affect energy consumption, normalize the EnPIs.

Statements	Score
We have developed sets of metrics (i.e., energy performance indicators) that provide us information relevant to our internal and external stakeholders. These metrics consider factors (i.e., relevant variables) that affect our energy consumption.	4
We track our energy consumption with available metrics (i.e., energy performance indicators) such as from our energy bills.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 11.2 – Develop an energy baseline (EnB) for EnPI in order to later determine energy performance improvement.

Statements	Score
We have developed an energy baseline for our metrics (i.e., energy performance indicators) that are relevant to internal and external stakeholders as well as our energy related objectives.	4
We have an energy baseline to compare with current energy data to determine if we are improving or not.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Your score	

Sub-task 11.3 – Communicate proposed EnPIs and EnBs to top management so they can ensure the EnPIs and EnBs are appropriate for the organization.

Statements	Score
Top management has reviewed and approved our energy metrics (i.e., energy performance indicators) and energy baselines we use.	4
Top management is aware of the metrics (i.e., energy performance indicators) and energy baselines we use, but has not meaningfully reviewed and approved them.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 11.4 – Record and regularly review the method used to determine and update EnPIs, and establish the conditions under which adjustments to the baseline(s) will be made.

Statements	Score
We have a documented process that we follow on a regularly scheduled basis for determining if we need to change our energy metrics (i.e., energy performance indicators) and energy baselines; and review that process regularly.	4
We review our energy metrics (i.e., energy performance indicators) and energy baselines regularly to see if we need to make changes to them and/or our methods.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 11.5 – Compare EnPI values to their respective EnBs on a regular basis.

Statements	Score
We compare our energy metrics (i.e., energy performance indicators) against our energy baselines on a predetermined regular basis.	4
We compare our energy metrics (i.e., energy performance indicators) against our energy baselines periodically.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 11.6 – Implement a process for ongoing monitoring, measurement, and analysis of your EnPIs, EnBs, and energy performance improvements.

Statements	Score
We have a documented process to ensure our measured energy metric (i.e., energy performance indicator) values are recorded, reviewed, and analyzed on a regularly scheduled basis so that we know our energy performance and improvement values.	4
We have an informal process to monitor, measure, and analyze our energy performance and improvements.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 11 Scoring	
Number of sub-tasks	6
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 12: Objectives and Targets

We establish objectives and energy performance targets.

Sub-task 12.1 – Develop and record your organization’s objectives and energy targets.

Statements	Score
We have developed and recorded energy objectives and targets. When setting our objectives and targets, we considered our improvement opportunities, legal and other requirements, significant energy uses, and our business constraints.	4
We established and recorded one or more energy objectives and targets.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 12.2 – Obtain top management’s approval of the objectives and energy targets and communicate appropriately.

Statements	Score
Our top management has reviewed, understands, and approves our energy objectives and targets.	4
Our top management has been informed of our energy objectives and targets and has no objections to them.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 12.3 – Communicate the energy objectives and energy targets appropriately to your organization.

Statements	Score
We have shared our energy objectives and targets within our organization. We make sure the energy objectives and targets are effectively communicated with all personnel who can affect them or have a role in achieving them.	4
We have generally shared our energy objectives and targets within our organization.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 12 Scoring	
Number of sub-tasks	3
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 13: Action Plans for Continual Improvement

We develop action plans and implement improvement projects to achieve our objectives and energy targets.

Sub-task 13.1 – Use your prioritized opportunities from Task 10: Improvement Opportunities to select projects for implementation.

Statements	Score
We select energy saving projects for implementation from our prioritized list of energy opportunities by using a formal set of considerations.	4
We select energy saving projects for implementation from our prioritized list of energy opportunities based on an informal assessment of the identified projects.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 13.2 – Apply any applicable criteria set by your organization to justify and gain approval of the project.

Statements	Score
When seeking organizational approval to implement energy savings projects, we justify the expense by analyzing and presenting how the project will contribute to our organization's energy and non-energy related objectives.	4
When seeking organizational approval for energy savings we apply criteria such as simple payback set by our organization.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 13.3 – Develop action plans for meeting your organization's objectives and energy targets identified in Task 12: Objectives and Targets.

Statements	Score
We determine what actions, timeframes, and personnel must be involved in implementing projects and develop formal action plans that will allow us to achieve our energy targets.	4
We develop informal plans to implement energy saving projects that we hope will enable us to meet our energy saving goals.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 13.4 – Communicate expectations to relevant positions and review action plan progress.

Statements	Score
We use the action plans to formally communicate energy saving project expectations, roles, and responsibilities. We meet with the project team to review action plans and progress.	4
We communicate the expectations to personnel involved in the energy saving projects.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 13 Scoring	
Number of sub-tasks	4
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Support

Task 14: Competence and Training

We ensure the competence of personnel whose work affects our energy performance and energy management system. We evaluate the effectiveness of actions taken to acquire competencies. We retain appropriate records of competencies and training.

Sub-task 14.1 – Determine necessary competencies for personnel and evaluate their current competencies.

Statements	Score
We have determined and evaluated the needed and current competencies of employees whose work affects our energy management activities, including those who work with the significant energy uses, procurement, and implementation of energy saving projects.	4
We have generally determined and evaluated the current competencies of employees whose work is associated with the major parts of our energy management activities, including our significant energy uses.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 14.2 – Identify any gaps in the competencies of personnel whose work affects energy performance and the energy management system (EnMS), and conduct training to address competency gaps.

Statements	Score
We have determined and conducted training to address any competency gaps of employees whose work affects the EnMS, including those who work with the significant energy uses, maintenance, purchasing, data collection, etc.	4
We conducted training to address any competency gaps of employees whose work is associated with the energy team and significant energy uses.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 14.3 – Evaluate the effectiveness of the actions taken.

Statements	Score
We have conducted evaluations to ensure that the training we provide to fill competency gaps is effective.	4
We generally know if training activities were considered effective.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 14.4 – Retain records of competence and related actions.

Statements	Score
We keep records, including of training and other qualifications, to document that our personnel whose work affects our energy management activities are competent.	4
We keep energy related training records.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 14 Scoring	
Number of sub-tasks	4
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 15: Awareness and Communication

Our personnel and on-site contractors are aware of our energy policy and their energy-related roles and responsibilities. We have processes in place for internal and any applicable external energy management system communications.

Sub-task 15.1 – Develop and deliver an initial energy management system (EnMS) communication from top management that includes the importance of energy management and the organization’s energy policy.

Statements	Score
Our top management has delivered an initial communication to explain the energy policy and the organization's commitment to our energy management activities with an encouragement for all staff to participate and provide input.	4
In coordination with top management, our energy team developed and delivered an initial communication to explain our energy management activities and energy policy.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 15.2 – Develop the details for EnMS awareness training for specific personnel or departments.

Statements	Score
We have developed specific energy awareness training activities for personnel and departments whose work affects our energy management activities and the significant energy uses.	4
We have developed energy awareness training for personnel whose work affects our energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 15.3 – Plan and implement awareness training.

Statements	Score
We have developed and documented a plan that ensures that specific energy training is delivered to personnel or departments whose work affects our energy management activities.	4
We have an informal plan to deliver energy awareness training to personnel whose work affects our energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 15.4 – Conduct awareness training and retain records.

Statements	Score
We have implemented our awareness training plan and have ensured all relevant personnel have completed the training. We maintain detailed training records.	4
We have implemented our awareness training plan and kept records of all trainings.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 15.5 – Plan and implement internal communication processes of the EnMS, including a suggestion system.

Statements	Score
We have an established process that ensures internal communications related to our energy management activities are conducted on an ongoing basis, including a formal method of gathering feedback and suggestions from employees, on-site contractors, and suppliers/contractors for ways to improve our energy management activities.	4
We periodically share information with our employees about our energy management activities and welcome feedback from employees about our energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 15.6 – Plan and implement external EnMS communication processes.

Statements	Score
We have developed and implemented a process for what and how to externally communicate regarding our energy management activities and energy savings.	4
We communicate externally about our energy management activities on an ad-hoc and as-needed basis.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 15 Scoring	
Number of sub-tasks	6
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 16: Documenting the EnMS

We document information we determined is needed to ensure energy management system effectiveness and demonstrate energy performance improvement, as well as that suggested by the guidance of the 50001 Ready Navigator. We have processes in place for creating, updating, and controlling our documented information.

Sub-task 16.1 – Ensure that your energy management system (EnMS) includes the documented information suggested by the guidance of the 50001 Ready Navigator for the processes implemented to this point. As you continue EnMS implementation, add the other required documented information.

Statements	Score
We have developed the required documented information and have ensured all documents and records are maintained and retained. We have also determined if any additional documents need to be kept, based on our needs.	4
We generally document the required parts of our energy management activities as we develop them. We do not have a comprehensive set of documented information of our energy management activities yet.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 16.2 – Determine what additional documented information you need to ensure the effectiveness of the EnMS and to demonstrate energy performance improvement.

Statements	Score
We have identified additional documentation that will help the effectiveness of our energy management activities.	4
We have considered the elements of our energy management activities that would be good to document to help us and others understand/recall what we have done to date.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 16.3 – List your EnMS documents, assign document owners and document approvers, and define the relevant document controls. Make document owners responsible for conformance with the controls for the documented information to be maintained (i.e., documents).

Statements	Score
We have a formal control system that we use for our energy management activity documents (i.e., documented information that we will revise and edit). This system is accessible to all who need document access and includes identification of document owner, approvers, and relevant controls.	4
We have an informal system for controlling documents (i.e., documented information that we will revise and edit) related to our energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 16.4 – List your EnMS records, assign record owners, and define the relevant record controls. Make record owners responsible for conformance with the controls for documented information to be retained (i.e., records).

Statements	Score
We have a formal control system that we use for our energy management activity records (i.e., documented information that will not be revised and edited). This system is accessible to all who need record access and includes identification of record owner, approvers, and relevant controls.	4
We have an informal system for controlling records (i.e., documented information that will not be revised and edited) related to our energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 16.5 – If your organization has existing processes for controlling documents and records, customize them as necessary to meet the documentation needs for your EnMS. If your organization has an existing records policy, make sure that the controls implemented for EnMS records are consistent with the requirements of that policy.

Statements	Score
Our organization has an existing document control system that has been adapted to include our energy management activity documents and records.	4
Our organization has an existing document control system and we have formatted our energy management activity documents and records so they are consistent with the requirements of our document control system for ease of potential future integration.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 16 Scoring	
Number of sub-tasks	5
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Operation

Task 17: Operational Controls

We plan and control the processes related to our significant energy uses (SEUs) and action plans, and set operation and maintenance criteria where there are risks of significant deviations in energy performance. We operate the SEU and action-plan related processes in accordance with the criteria and communicate the criteria to relevant personnel. We control planned changes, along with outsourced processes related to SEUs.

Sub-task 17.1 – Create a significant energy use (SEU) operating criteria worksheet and operational controls checklist to determine and set the required criteria and controls for each significant energy use.

Statements	Score
We have standard operating and maintenance procedures (i.e., standard criteria) for our significant energy uses that includes an operational controls checklist.	4
We have standard operating procedures (i.e., standard criteria) for our significant energy uses that includes an operational controls checklist.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 17.2 – Ensure critical factors affecting energy performance are known and communicated to responsible personnel.

Statements	Score
We have determined the critical factors that affect the energy performance of our significant energy uses. We ensure these critical factors are communicated to responsible personnel on a regular basis.	4
We informally identify and communicate the critical factors that will affect the energy performance of our significant energy uses to personnel who affect those critical factors.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 17.3 – Ensure that the operational and maintenance control sections of your action plans have been completed and implemented.

Statements	Score
We have a formalized process to ensure that the operational and maintenance control sections of all our action plans are completed and implemented.	4
We informally check to see if the operational and maintenance controls developed as part of our action plans are followed.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 17.4 – Operate and maintain sites, equipment, systems, or processes associated with your SEUs to meet the determined criteria.

Statements	Score
We have a formalized process to ensure that we operate and maintain sites, equipment, systems, or processes associated with all our significant energy uses to meet the criteria we established.	4
We periodically check to see if we operate and maintain sites, equipment, systems, or processes associated with all our significant energy uses to meet the standard criteria we established.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 17.5 – Establish processes to control planned changes affecting operational and maintenance criteria or controls.

Statements	Score
We have a formal process to ensure that the operational and maintenance controls for our significant energy uses and action plans have not been unintentionally changed. This process includes a review of planned changes to our significant energy uses to understand and address any impacts to the operational and maintenance controls.	4
We have an informal process for reviewing planned changes to our significant energy uses and consider how those changes may impact operational controls.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 17.6 – Control outsourced SEUs or processes related to SEUs.

Statements	Score
We have contract provisions that require external organizations provide operational and maintenance controls for outsourced processes related to our significant energy uses.	4
We work with the relevant external organizations to control outsourced processes related to our significant energy uses.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 17 Scoring	
Number of sub-tasks	6
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 18: Energy Considerations in Design

We consider energy performance improvement opportunities and operational controls when designing new, modified, or renovated sites, equipment, systems, and processes.

Sub-task 18.1 – Identify the sites, equipment, systems, and processes that can have significant impact on energy performance.

Statements	Score
We have developed and implemented a process to identify the sites, equipment, systems, and processes that can have a significant impact on energy performance.	4
We are generally aware of the key sites, equipment, systems, and processes that can have a significant impact on energy performance.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 18.2 – Incorporate consideration of energy opportunities and operational controls in design projects.

Statements	Score
Our organization has processes in place to ensure those responsible for design activities consider energy improvement opportunities and operational controls in their work.	4
We have developed guidance for those in our organization responsible for design activities to consider energy improvement opportunities and operational controls in their work.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 18.3 – Include results of energy performance considerations in specification, design, and procurement activities, where applicable.

Statements	Score
Our organization has a process in place to ensure that those in our organization responsible for design activities include energy performance considerations in the project specifications they develop.	4
We periodically review project specifications to see how well those in our organization responsible for design activities are including energy performance considerations in the project specifications they develop.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 18.4 – Retain records of the results of design activities related to energy performance.

Statements	Score
We have processes to ensure we keep records (e.g., checklists, minutes, drawings, purchase specifications, etc.) that document the results of energy considerations on design activities.	4
We informally keep records (e.g., checklists, minutes, drawings, purchase specifications, etc.) that document how energy considerations were implemented in design activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 18 Scoring	
Number of sub-tasks	4
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 19: Energy Considerations in Procurement

We establish energy performance criteria spanning the operating life for purchases affecting energy performance, inform suppliers that this is a factor in procurement, and define and use specifications for energy supply purchases.

Sub-task 19.1 – For purchases related to significant energy uses (SEUs), clearly identify any energy performance-related requirements. Communicate these requirements to suppliers and/or service providers, and inform them that energy performance is part of the evaluation criteria.

Statements	Score
We provide suppliers and service providers with procurement specifications that detail our energy performance-related requirements for significant energy uses.	4
We inform suppliers and service providers that energy performance will be a key selection criterion for purchases affecting our significant energy uses.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 19.2 – Evaluate your organization’s current procurement processes for items that can significantly impact energy performance.

Statements	Score
We have comprehensively evaluated our procurement processes to determine processes and actions that can have a significant impact on the energy performance of our significant energy uses.	4
We have informally reviewed our commonly used procurement processes for areas that may affect our energy performance.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 19.3 – Determine and take any needed actions to adjust existing procurement processes to meet energy management system (EnMS) requirements.

Statements	Score
Based on our evaluation, we have updated our procurement processes for areas that have a significant impact on the energy performance of our significant energy uses, and to meet our energy management activities requirements.	4
Based on our review, we have updated our procurement processes in areas that impact our energy performance.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 19.4 – Develop life cycle criteria for specific types of procurement activities if you do not have them already.

Statements	Score
We have life cycle criteria and perform life cycle analysis on a full range of procurement activities that can impact our energy performance.	4
We have life cycle criteria and perform life cycle analysis on a limited range of procurement activities that can impact our energy performance.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 19.5 – Develop and communicate specifications for the purchase of energy supply and ensuring the energy performance of procured equipment and services.

Statements	Score
We have developed a comprehensive set of specifications for the purchase of energy supply and energy performance of procured equipment and services, and we effectively communicate these requirements to our suppliers.	4
We have developed a short list of specifications for the purchase of energy supply and energy performance of procured equipment and services that we have introduced to suppliers.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 19.6 – Determine if any specifications for the purchase of energy supplies are applicable to ensure the energy performance of equipment and services purchased.

Statements	Score
We reviewed our energy supply procurement specifications to determine any impacts to the energy performance of our equipment and outsourced services.	4
We reviewed our energy supply guidance to identify potential impacts on our equipment and outsourced services.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 19 Scoring	
Number of sub-tasks	6
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Performance Evaluation

Task 20: Monitoring and Measurement of the EnMS

We monitor trends in energy management system (EnMS) performance and evaluate the effectiveness of the EnMS in achieving intended outcomes and planned results. The methods used, the frequency of the monitoring, and when the results are analyzed and evaluated are defined.

Sub-task 20.1 – Determine what data or information is needed to establish trends in energy management system (EnMS) performance, including trends in nonconformities, corrective actions, and results in monitoring and measurement, internal and external audits, and evaluations of compliance with applicable energy-related legal and other requirements.

Statements	Score
We have determined the data and information needed to fully evaluate trends in the performance of our energy management system, including trends in nonconformities, corrective actions, audits, and compliance with legal and other requirements.	4
We informally review our energy management activities to determine our monitoring and measurement needs to understand the trends in our energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 20.2 – Determine what data or information is needed to monitor, measure, analyze, and evaluate the results of the EnMS and its effectiveness as related to the intended outcomes of your EnMS and the strategic goals and priorities of your organization.

Statements	Score
We have determined the data and information needed to fully evaluate the results and effectiveness of our energy management activities.	4
We have partly considered the data and information needed to evaluate the results and effectiveness of our energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 20.3 – Determine the methods to be used, when the monitoring and measurement will be done, and when the results will be analyzed and evaluated.

Statements	Score
We have defined methods we will use to monitor and measure our energy management activities, and have a documented schedule for measuring and analyzing the results.	4
We have discussed various methods that can be used to monitor and measure our energy management activities, and plan to measure and analyze the results.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 20.4 – Implement the monitoring and measurement analysis of EnMS performance and the evaluation of EnMS effectiveness.

Statements	Score
We monitor, measure, and evaluate our energy management activities according to our established methods and schedule.	4
We informally monitor, measure, and evaluate our energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 20 Scoring	
Number of sub-tasks	4
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 21: Monitoring and Measurement of Energy Performance Improvement

We monitor and measure the key characteristics of processes that affect our energy performance. We define the methods used, the frequency of the monitoring and measurement, and when the results are analyzed and evaluated. We evaluate our energy performance improvement and investigate and respond to significant deviations in energy performance.

Sub-task 21.1 – Determine what needs to be monitored and measured for energy performance, including the key characteristics of operations affecting energy performance. Use the data and information you generated in the energy review, energy data collection plan, analysis of significant energy uses (SEUs), your energy performance indicators (EnPIs), and energy baselines (EnBs).

Statements	Score
We review key components of our energy management activities to determine our monitoring and measurement needs to best understand our energy performance. These key components include the energy review, our data collection plan, significant energy uses, energy performance indicators, and energy baselines.	4
We informally review our energy management activities to determine our monitoring and measurement needs to understand our energy performance.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 21.2 – For each datum/metric, define the method used for monitoring, measuring, analysis, and evaluation. Define how often and when the results are to be analyzed and evaluated.

Statements	Score
We have established methods and schedules for monitoring, measuring, analyzing, and evaluating each set of data and metrics related to our energy performance.	4
We have informal methods for monitoring, measuring, analyzing, and evaluating the data and metrics related to our energy performance.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 21.3 – Implement all needed monitoring, measurement, and analysis if not already in place from prior Navigator tasks.

Statements	Score
We conduct our monitoring, measuring, and analyses of our energy performance on the schedules we defined.	4
We informally monitor, measure, and analyze the data and metrics related to our energy performance.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 21.4 – Evaluate your organization’s energy performance by comparing EnPI values to the corresponding EnB.

Statements	Score
We conduct rigorous evaluations of our energy performance by comparing our energy performance indicator values to our energy baselines.	4
We review our energy performance by comparing our energy performance indicator values to our energy baselines.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 21.5 – For each performance metric in the energy measurement plan, define the criteria or parameters for a significant deviation in energy performance.

Statements	Score
We have defined the significant deviation criteria for each performance metric.	4
We have informal definitions of significant deviation for each performance metric.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 21.6 – Establish a process for investigating and responding to such deviations and for retaining records of the results.

Statements	Score
We have a process for investigating and responding to standard deviations and for retaining records of the results.	4
We investigate and record standard deviations when they are detected.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 21.7 – Train the appropriate personnel on how to identify and respond to significant deviations in energy performance.

Statements	Score
We provide training to all relevant personnel on how to identify and respond to significant deviations in energy performance.	4
We discussed with relevant personnel the fundamentals of identifying and responding to significant deviations in energy performance.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 21.8 – Record results from monitoring and measurement.

Statements	Score
We have a formal system to maintain records of monitoring and measurement related to our energy performance.	4
We generally maintain monitoring and measurement data related to our energy performance.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 21 Scoring	
Number of sub-tasks	8
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 22: Internal Audit

We conduct internal audits of the 50001 Ready energy management system at specified intervals and report the results to relevant management. We identify trends in internal audit results for consideration in management review.

Sub-task 22.1 – Appoint an energy management system (EnMS) internal audit program manager.

Statements	Score
We have an internal audit leader to oversee our internal audits.	4
Our internal audit lead is determined prior to each audit.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 22.2 – Develop a documented internal audit procedure that addresses the responsibilities, planning, and conducting of EnMS internal audits, as well as the reporting of audit results.

Statements	Score
We have a documented internal audit procedure that defines our audit program, including roles and responsibilities, planning, conducting audits, and reporting results of the audits.	4
We have an internal audit guidance document that provides suggestion on how to conduct an internal audit.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 22.3 – Identify personnel to serve as EnMS internal auditors and train them on 50001 Ready Navigator EnMS guidance (or optionally ISO 50001 requirements and/or internal auditing of ISO 50001 including auditing of energy performance improvement), and your internal audit procedure.

Statements	Score
We select personnel to be our internal auditors, and train them on 50001 Ready energy management activities and how to audit these systems.	4
We select personnel who have a good understanding of our energy management activities to be our internal auditors.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 22.4 – Conduct regularly scheduled EnMS internal audits to identify areas of success and areas in need of improvement.

Statements	Score
We conduct internal audits of our energy management activities at regularly scheduled intervals.	4
We conduct internal audits of our energy management activities as needed.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 22.5 – Record the results of your organization’s internal audits.

Statements	Score
We maintain records of the results of our internal audits.	4
We maintain notes summarizing the results of our internal audits.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 22.6 – Ensure that internal audit results are reported to relevant management.

Statements	Score
We have a meeting to discuss our internal audit reports with relevant management.	4
We send the results of our internal audits to our top management.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 22 Scoring	
Number of sub-tasks	6
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 23: Management Review

Top management periodically reviews the 50001 Ready energy management system and our organization's energy performance to ensure its continuing suitability, adequacy, and effectiveness.

Sub-task 23.1 – Define the intervals at which top management will review the energy management system (EnMS) and energy performance.

Statements	Score
We have a specified interval for management reviews, and will schedule additional management reviews when circumstances warrant.	4
We periodically conduct management reviews.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 23.2 – Identify who must participate in the management review.

Statements	Score
We have identified who participates in the management reviews and have flexibility to invite others when appropriate.	4
Available energy team members and top management personnel participate in the management reviews.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 23.3 – Compile the relevant data and information (inputs) needed for the management review and prepare this information for presentation.

Statements	Score
Our energy team leader compiles the relevant data and information from team members and other responsible personnel and prepares the presentation for management review.	4
The energy team gathers data they feel will be useful for the management review and prepares the management review.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 23.4 – Conduct management reviews that address all required inputs and outputs.

Statements	Score
We conduct the management reviews using defined inputs (i.e., information collected) and outputs (e.g, decisions made on any changes to the energy management activities).	4
We conduct the management reviews with a focus on our energy performance.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 23.5 – Implement the decisions and actions (outputs) of management reviews.

Statements	Score
We implement the outcomes of the management reviews using a defined process, including outcomes pertaining to both our energy performance and our energy management activities.	4
We use the decisions and actions from the management reviews as we seek to improve our energy performance.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 23.6 – Determine if the EnMS continues to be suitable, adequate, effective, and aligned with your organization's strategic direction.

Statements	Score
We ensure the management reviews include discussion on the adequacy and effectiveness of the energy management activities, and that our EnMS continues to be aligned with our organization's strategic direction.	4
During our management reviews, we seek feedback on areas for improvement of the energy management activities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 23.7 – Maintain a record of the management reviews.

Statements	Score
We maintain a record of our management reviews that captures discussion on the effectiveness of the energy management activities and any decisions on changes to the energy management activities to ensure continual improvement.	4
We maintain notes taken during the management reviews.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 23 Scoring	
Number of sub-tasks	7
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Improvement

Task 24: Corrective Actions

We identify nonconformities and other problems in the 50001 Ready energy management system and take appropriate corrective action.

Sub-task 24.1 – Develop and implement a process for taking corrective action at your organization.

Statements	Score
We have a documented process for taking corrective actions that includes evaluating the causes and impacts of the nonconformities, reviewing the effectiveness of the actions taken, and retaining records.	4
Corrective actions are taken to address the causes of nonconformities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 24.2 – Define roles, responsibilities, and authorities for the various steps in the corrective action process.

Statements	Score
We have defined roles and responsibilities for the corrective action process, including evaluation of the effectiveness of actions taken.	4
We have personnel assigned to address corrective actions.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 24.3 – Train employees on the types of problems and nonconformities to be addressed through implementing the corrective action process.

Statements	Score
Employees have been trained and we ensure they are aware how various types of nonconformities will be addressed with our corrective action process. They understand roles and responsibilities, and any forms or software used for the process.	4
Employees have been trained on the types of nonconformities that will be addressed with our corrective action process.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 24 Scoring	
Number of sub-tasks	3
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

Task 25: Continual Improvement

We have a 50001 Ready energy management system and continually improve its processes and interactions. We continually improve the suitability, adequacy and effectiveness of our energy management system. We achieve and demonstrate continual energy performance improvement.

Sub-task 25.1 – Check that processes are in place for reviewing and updating specific parts of the energy management system (EnMS) on a regular basis and that the relevant decisions on “how,” “when,” and “who” are made and implemented.

Statements	Score
We have ensured that processes are in place for regularly reviewing and updating our energy management activities. We take appropriate actions as needed based on these reviews and updates.	4
We periodically conduct an informal review of our energy management activities and make updates as necessary.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 25.2 – Confirm that the needed connections between the processes of the EnMS and how the organization manages change are present.

Statements	Score
We have reviewed our organization's processes for managing change and aligned our energy management activities processes with those to ensure effectiveness.	4
We have reviewed our energy management activities to confirm that its processes do not conflict with existing change management practices within the organization.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 25.3 – Review processes for integrating EnMS requirements into the organization's business operations and practices.

Statements	Score
We have a defined process for ensuring and improving the integration of our energy management activities with our organization's business operations and practices, and we regularly review this process.	4
We occasionally review how we go about integrating our energy management activities with our organization's other business practices.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 25.4 – Confirm that top management promotes continual improvement as part of organizational culture and meets and demonstrates its responsibilities.

Statements	Score
We have confirmed that top management demonstrates its commitment to supporting the continual improvement of our energy management activities and energy performance, including communicating the value of energy performance improvement to employees as part of our organizational culture.	4
Top management has expressed support for continual improvement of our energy management activities and energy performance but we still need to confirm how well top management meets and demonstrates its responsibilities.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Sub-task 25.5 – Ensure you have processes in place to continually improve the EnMS and energy performance.

Statements	Score
We have processes in place to identify and implement opportunities that continually improve both our energy management activities and our energy performance.	4
We periodically review our energy management activities to ensure that it facilitates continual improvement.	3
We are taking some action on this sub-task, but not yet to the extent of the description provided in the above two choices.	2
We understand what is required for the sub-task, but have not started acting on it.	1
We are uncertain what this sub-task means.	0
Sub-task score	

Task 25 Scoring	
Number of sub-tasks	5
Number of sub-tasks scored 3 or 4	
Task Maturity = Number of sub-tasks scored 3 or 4 divided by the number of sub-tasks (see top row of this table) times 100	

50001 Ready EMA Score Sheet – Task Level

This score sheet consolidates task maturity scores. This EMA suggests a score of 3 is a good indicator that a task could be considered “complete” in the 50001 Ready Navigator, with room for continual improvement.

Task	Task Maturity
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	
Task 7	
Task 8	
Task 9	

Task	Task Maturity
Task 10	
Task 11	
Task 12	
Task 13	
Task 14	
Task 15	
Task 16	
Task 17	
Task 18	

Task	Task Maturity
Task 19	
Task 20	
Task 21	
Task 22	
Task 23	
Task 24	
Task 25	
Notes:	